

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-20**

OPENING DATE: 18 Mar 14 **CLOSING DATE:** 1 Apr 14 **AGENCY:** 5701 **PIN:** 0404

POSITION: EQUIPMENT MACHINE OPERATOR II

STARTING SALARY: \$22,742.50

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Directorate of Public Works, Building 6600, Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school education or GED and two (2) years experience in the operation of heavy equipment.
2. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operators's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Physical ability to work long hours on rough terrain under adverse weather conditions.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Works under the direct supervision of the Facility Maintenance Repairer or his designee.
2. Operates backhoe and farm tractor with various attachments in ditching, sloping, and lifting operations.
3. Operates all types of lawn equipment.
4. Operates farm type tractor with mower or other attachment.
5. Performs building maintenance on all building located in a maintenance area.
6. Operates dump truck and heavy tractor in hauling and loading operations.
7. May be asked to perform minor duties in electrical, plumbing, carpentry.
8. Performs duties of seeding, sodding, and maintenance of grounds.
9. Performs other duties as assigned.

AREA OF CONSIDERATION: RESTRICTED TO ON-BOARD STATE EMPLOYEES AT CAMP SHELBY

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION**